

# Gateway Portal Registration

The Gateway Member Portal allows members to view Explanation of Benefits and send messages to member services. Please follow this process to register for portal access. Members will need to log in to this portal to obtain Explanation of Benefits documents for claims that have been processed. EOB's will not be mailed to Members.

**If you have any questions or concerns, please contact Member Services at (855) 826-3422.**

1. Go to [Exemplar Health Benefits Administrator \(exemplarhba.com\)](http://exemplarhba.com)
2. Click the Groups button
3. Click Members
4. Click Gateway Portal
5. Click Member Login
6. Click on the "Click here to register" button
7. Select "Member" in the portal drop down
8. Complete all other required fields.
9. Check your email to validate your registration.
10. Now you are ready to log in to access your information.

